



# City Pair Program FY24 Pre-Solicitation Conference

January 19, 2023



GSA

# AGENDA

- ✈ Welcome Remarks
- ✈ City Pair Program (CPP) Overview
- ✈ Program Management Improvements
- ✈ General Solicitation Updates
- ✈ Significant Changes by Section
- ✈ Market Selection & Market Information
- ✈ CPP Contact Information
- ✈ Questions

# City Pair Program (CPP)

## **Overview**

# CPP Partnership Values

## TRANSFORMATION

- Continue to update solicitation requirements maintaining flexibility to meet demands of mission needs and industry trends
- Optimize procurement and data strategy
- Modernize user interface tools through automation and ease of use

## TRANSPARENCY

- Improve cadence and quality of information and data sharing
- Continue to provide at-time-of-award access to contract fares

## COLLABORATION

- Exchange ideas to improve the program
- Incorporate voice of customers and industry
- Creating value for suppliers and enhancing customer missions through relationship management

# Program Management **Improvements**

# Program Management Improvements

- ✈ Minimum Passenger Count Reduction
- ✈ Premium Economy Expansion
- ✈ Increase Markets Solicited
- ✈ Line Item Attachments
- ✈ City/Airport Codes

# Minimum Passenger Count Reduction

## GOAL

- Capture more markets under the program

## PROGRAM IMPROVEMENT

- Reduce minimum passenger count from 30 to 20

# Premium Economy Expansion

## GOAL

- Expand Premium Economy class of service spend under management (SUM)

## PROGRAM IMPROVEMENT

- Adding 33 new international markets where Premium Economy can be offered
  - Total markets: 43



# Increase Markets Solicited

Total Number of Markets Solicited	
FY23	FY24
14,630	<b>15,134</b>
YOY Increase	
504 more markets (3.4% increase)	
Estimated Total Spend in FY24	
\$1.92B	

# Line Item Attachments

## GOAL

- Improve data structure to make it easier to do business with the Government

## PROGRAM IMPROVEMENT

- Attachments Remain by Group
  - New columns replace grouping file tabs
    - Extended Connect
    - Fifth Freedom
    - Business Class
    - Premium Economy
- Alphabetical International City Pairs Origin & Destination order
  - Example: WASLON → LONWAS

# City/Airport Codes

## GOAL

- Improve data structure to make it easier to do business with the Government

## PROGRAM IMPROVEMENT

- Soliciting by airport code in select cities

In FY23: City Code	In FY24: Airport Code	City Name
DTT	DTW	Detroit
FYV	XNA	Fayetteville
HFD	BDL	Hartford
ILE	GRK	Killeen
MKC	MCI	Kansas City
ORL	MCO	Orlando
PFN	ECP	Panama City

# General Solicitation **Updates**

# RFP Contents

- ✈ **Part I - The Schedule**
  - Section A - SF1449
  - Section B - Services and Price
  - Section C - Descriptions/Specifications
  - Section F - Deliveries or Performance
  - Section G - Contract Administration Data
  - Section H - Special Contract Requirements
- ✈ **Part II - Contract Clauses**
  - Section I - Contract Clauses
- ✈ **Part III - List of Documents, Exhibits, and Other Attachments**
  - Section J - List of Attachments
- ✈ **Part IV - Representations and Instructions**
  - Section K - Representations, Certifications, and Other Statements of Offeror
  - Section L - Instructions, Conditions, and Notices to Offerors
  - Section M - Evaluation Factors for Award

# Important Updates and Reminders

- ✈ Please ensure your SAM registration is active and continue to monitor that status of your respective SAM account throughout the year
- ✈ Please thoroughly review CALM submissions and address any errors
- ✈ K.7 Carriers Under A Code-Sharing Arrangement

# Important Updates and Reminders

✈ Please verify compliance of FAR 52.223-22 Public Disclosure Of Greenhouse Gas Emissions and Reduction Goals - Representation (Section L.5)

✈ SAM.gov, Reps & Certs

## 52.223-22 PUBLIC DISCLOSURE OF GREENHOUSE GAS EMISSIONS AND REDUCTION GOALS-REPRESENTATION (DEC 2016)

(a) This representation shall be completed if the Offeror received \$7.5 million or more in Federal contract awards in the prior Federal fiscal year. The representation is optional if the Offeror received less than \$7.5 million in Federal contract awards in the prior Federal fiscal year.

(b) *Representation.* [Offeror is to check applicable blocks in paragraphs (1) and (2).]

(1) The Offeror (itself or through its immediate owner or highest-level owner) ☐ does, ☐ does not publicly disclose greenhouse gas emissions, i.e., make available on a publicly accessible website the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard.

(2) The Offeror (itself or through its immediate owner or highest-level owner) ☐ does, ☐ does not publicly disclose a quantitative greenhouse gas emissions reduction goal, i.e., make available on a publicly available website a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage.

(3) A publicly accessible website includes the Offeror's own website or a recognized, third-party greenhouse gas emissions reporting program.

(c) If the Offeror checked "does" in paragraphs (b)(1) or (b)(2) of this provision, respectively, the Offeror shall provide the publicly accessible website(s) where greenhouse gas emissions and/or reduction goals are reported: \_\_\_\_\_.

(End of provision)

# Important Updates and Reminders

## ✈ 52.204-26 Covered Telecommunications Equipment or Services-Representation (Section K.11)

## ✈ SAM.gov, Reps & Certs

FAR 52.204-26

### Covered Telecommunications Equipment or Services - Representation

(Oct 2020)

(a) Definitions. As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause at 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services."

(c)

(1) Representation. The Offeror represents that it **✖ DOES NOT** provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it, **✖ DOES NOT** use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of Provision)



# Section J

## List of Documents, Exhibits, and Other Attachments

### Updated J.1 Attachment 1 – Proposal Checklist:

- All offerors shall enter and/or upload an electronic copy of the following proposal checklist items listed. For their records, all offerors are responsible for downloading complete copies of the solicitation, the terms of which are incorporated in the contracts. The technical and pricing proposal (Attachments 4, 5, and 6, Schedule of Items) shall be submitted via the Internet through the CALM City Pair Source Selection Module (CPSS). The Vendor User Guide provides detailed instructions for submission of the technical and price proposal via CALM CPSS.

### Renamed J.2:

- J.2 Attachment 2 – SIGNIFICANT CHANGES (Incorporated by reference)

# Section K

## REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

### Change method of submission

- Please complete via CALM CPSS (Sections K.1 - K.10)

#### SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

##### K.1 AUTHORIZED NEGOTIATORS (Please complete via CALM CPSS)

The offeror shall provide the names of all persons authorized to negotiate with the Government in connection with this request for proposals or quotations. (List the names, titles, telephone numbers, and electronic mail address of the authorized negotiators.)

##### K.2 CONTACT FOR CONTRACT ADMINISTRATION (Please complete via CALM CPSS)

Offerors are required to designate a person(s) to be contacted for prompt contract administration.

**NOTE:** A contract modification is required to change the contact for contract administration.

##### K.3 CUSTOMER SERVICE POINT OF CONTACT (Please complete via CALM CPSS)

In addition to the contact for contract administration, carriers will provide a point of contact to assist Government travelers with specific carrier issues (name, telephone number, email address, and/or web site).

##### K.4 ACCURATE SCHEDULE INFORMATION DECLARATION (Please complete via CALM CPSS)

The offeror hereby declares that all information submitted with its offer is complete, accurate, and correct to the best of its knowledge and belief.

##### K.5 COMPLIANCE WITH VETERANS EMPLOYMENT REPORTING REQUIREMENTS (Please complete via CALM CPSS)

The Offeror must represent its Employment Reports on Veterans status required by 38 U.S.C. 4212(d).

# Section K

## REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

### Change method of submission

- Please still complete via SAM.gov (Section K.11)

**K.11 SOLICITATION PROVISIONS INCORPORATED BY FULL TEXT** Please complete via SAM.gov

**52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (NOV 2021)**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications—Commercial Products or Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

# L.1 Offeror Submission Instructions

## Updated:

### SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

#### L.1 OFFEROR SUBMISSION INSTRUCTIONS

Offerors shall examine and follow all RFP instructions. Failure to comply with the instructions in any way may result in a determination that the proposal is not responsive and will not be further evaluated by the Government. **The information submitted by the offeror must be in the format specified in the [CALM CPSS User Guide](#).**

The due date for Draft RFP questions shall be **Friday, January 20, 2023 at 5:00 PM ET**. All questions must be submitted using the GSA provided template (**Attachment 7**) and emailed to [james.santini@gsa.gov](mailto:james.santini@gsa.gov), and [andrea.anderson@gsa.gov](mailto:andrea.anderson@gsa.gov) with a copy to [onthego@gsa.gov](mailto:onthego@gsa.gov). Questions received after the aforementioned deadline may not receive a response. GSA responses to Draft RFP questions will be posted to the FY24 City Pair Program solicitation notice at <https://sam.gov/> on or around **Friday, January 27, 2023**.

The initial due date for submission of **Proposal Checklist items** is **Wednesday, March 1, 2023 at 5:00 PM ET**. Offerors shall upload electronically the signed SF1449, signed SF30 (for all RFP Amendments), and enter all information pertaining to the items listed in Attachment 1 Proposal Checklist via CALM CPSS. The due date for **Final Submission of Proposal Checklist items** is **Thursday, March 16, 2023 at 5:00 PM ET**.

The due date for submission of **Group 1** offers shall be **Friday, March 24, 2023 at 5:00 PM ET**. **Technical and Price Proposals shall be submitted via CALM CPSS.**

The due date for submission of **Group 2** offers shall be **Friday, April 21, 2023 at 5:00 PM ET**. **Technical and Price Proposals shall be submitted via CALM CPSS.**

The due date for submission of **Group 3** offers shall be **Friday, April 28, 2023 at 5:00 PM ET**. **Technical and Price Proposals shall be submitted via CALM CPSS.**

# CALM CPSS Landing Page

<https://calm.gsa.gov/>



Contract Acquisition Lifecycle Management

## Contract Writing & Management

Cradle to grave comprehensive suite of acquisition management services:

- Requirements Definition
- Acquisition Planning and Market Research
- Synopsis and Solicitation
- Award
- Contract Administration
- Financial Systems Integration
- Closeout

reports

## City Pairs Source Selection

The City Pair Program (CPP) procures and manages discounted air passenger transportation services for federal government travelers. City Pairs Source Selection is a centralized Source Selection tool for:

- Vendor Submission
- Source Selection Evaluation Board
- Special Board
- Contract Modifications
- Automated Notifications
- [Vendor User Guide](#)

# CALM CPSS Landing Page



CALM Source Selection Vendor User Guide

## GSA CALM City Pair Source Selection (CPSS)

### City Pair Source Selection Vendor User Guide

This document is a guide for users of the GSA's Contract Acquisition Lifecycle Management (CALM), City Pair Source Selection (CPSS) system. It provides vendor users with directions on utilizing the CPSS tool for the Airfare acquisition procurement process.

## Contents

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# Draft Solicitation Questions & Answers

- ✈ Questions due: **Friday, January 20, 2023 at 5:00 PM EST**
  - Send to [james.santini@gsa.gov](mailto:james.santini@gsa.gov), [andrea.anderson@gsa.gov](mailto:andrea.anderson@gsa.gov) and [onthego@gsa.gov](mailto:onthego@gsa.gov)
  - Attachment 7 - Draft RFP Questions Template
- ✈ Government Responses will be disseminated on or around **Friday, January 27, 2023**
  - Posted on SAM.gov

# CALM City Pair Source Selection (CPSS)

## Anticipated CALM CPSS Schedule

### CALM CPSS Training Sessions

User Manual/Live Demo: Thursday, February 2, 2023

Q&A: Thursday, February 9, 2023

### CALM CPSS Group 1 Offer Upload

Open: Wednesday, February 15, 2023

Close: Friday, March 24, 2023

### CALM CPSS Group 2 Offer Upload

Open: Monday, April 10, 2023

Close: Friday, April 21, 2023

### CALM CPSS Group 3 Offer Upload

Open: Monday, April 24, 2023

Close: Friday, April 28, 2023

### Points of Contact

Andrea Anderson

Ebony White



# CALM CPSS Training

## ✈ **Two Training Sessions**

- Thursday, February 2, 2023 at 3pm EST
  - User Manual Review, Live Demonstration
- Thursday, February 9, 2023 at 3pm EST
  - Q&A Session

✈ **An invitation will go out to all users. If you'd like to attend, please send an email to [ebony.white@gsa.gov](mailto:ebony.white@gsa.gov) or [andrea.anderson@gsa.gov](mailto:andrea.anderson@gsa.gov)**

# Upcoming RFP Dates

Action	Date
Final Release of RFP	Mid February
Initial Proposal Submission	Early March
Final Proposal Submission	Mid March
G1 Closes	Mid/Late March
G2 Closes	Mid/Late April
G3 Closes	Late April
Special Board Initial Review	Early April
Final Proposal Revisions (FPR)	Late May
Special Board Final Review	Late May/Early June
Award	Mid July

# Final Proposal Revisions (FPR) Reminders

- ✈ Final opportunity before award to make changes
- ✈ Please ensure your offers are updated to reflect any changes in flight schedules
- ✈ Keep in mind that **ALL** offered line items can be revised at this time, and not just ones highlighted in the Negotiation Letter
- ✈ Update Sections K.1 - K.10, if applicable

# Significant Changes **by Section**

# Solicitation Changes

- ✈ **B.2** Definitions
- ✈ **B.3** Line Item (Market) Requirements
- ✈ **C.3** Technical Requirements
- ✈ **G.2** Audit of Contract Fares
- ✈ **M.5** Price Evaluation for Group 1

## B.2

# Definitions

### Definitions Added:

**City Pair Source Solution Module (CPSS)** - Module of CALM that consolidates the City Pairs source selection process

**Contract Acquisition Lifecycle Management Solution (CALM)** - web-based contract writing system

## B.2

# Definitions

### Definition Updated:

**Minimum Service Standard** - The Minimum Service Standard identifies the minimum level of service required in Groups 1, 2, and 3. As an example, service standards may include but are not limited to:

- Nonstop Service. For example, if 2 nonstop flights are solicited, minimum service requires 2 nonstop flights daily.
- Connecting Service. For example, if 2 connecting flights are solicited, minimum service requires 2 connecting flights daily unless nonstop flight(s) are offered.
  - One connect point or up to two (2) connect points (or one (1) connect and one (1) direct flight) are allowed to extended connection line items listed in Attachment 4 and Attachment 5.
- Applicable connect time limitations
- Circuity limitations
- Timeband limitations

## B.3 Line Item (Market) Requirements

### Updated Passenger Volume:

Pax Level	FY24 Yearly
A	20,000 and above
B	15,000 - 19,999
C	10,000 - 14,999
D	5,000 - 9,999
E	2,500 - 4,999
F	20 - 2,499
G	1 - 19



## C.3

# Technical Requirements

## B. Domestic Routes (Line Items)

### Updated (3) Offered Line items

- a. For line items listed in Group 1, offerors shall list all required information including the number of nonstop, direct, and connecting flights available in each direction in each of the five (5) timebands. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**
- b. For line items listed in Group 2 and 3, offerors shall list all information required including the number of nonstop and connecting (connect and direct flights shall be combined and listed under connect) flights available in each direction. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**

## C.3

# Technical Requirements

## B. International Routes (Line Items)

### Updated (3) Offered Line items

- a. For line items listed in Group 1, offerors shall list all required information including the number of nonstop, direct, and connecting flights available in each direction in each of the five (5) timebands. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**
- b. For line items listed in Group 2 and 3, offerors shall list all information required including the number of nonstop and connecting (connect and direct flights shall be combined and listed under connect) flights available in each direction. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**

## C.3

# Technical Requirements

## D. Fifth Freedom of the Air Items

### Updated (1) and (2)

- (1) CLIN: Each line item number in the Schedule of Items (Attachments 4 and 5) is contained in the CALM CPSS identified as:
  - (a) Group 1 or Group 2
- (2) Description of Requirements: Requirements are listed in the Schedule of Items (Attachment 4 and 5) and described as follows:

## C.3

# Technical Requirements

## D. Fifth Freedom of the Air Items

### Updated (3)

#### (3) Offered Line items

For line items listed in Group 1, offerors shall list all required information including the number of nonstop, direct, and connecting flights available in each direction in each of the five (5) timebands. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**

For line items listed in Group 2, offerors shall list all information required including the number of nonstop and connecting (connect and direct flights shall be combined and listed under connect) flights available in each direction. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**

# C.3

## Technical Requirements

### E.

## International Business Class Line Items

### Updated (3) continued

#### 3) Offered Line items

All flights meeting the minimum solicited requirements shall count towards meeting the minimum number of flights specified in the Schedule of Items (Attachment 4) regardless of the time of day of the flight.

For line items listed in Group 1, offerors shall list all required information including the number of nonstop, direct, and connecting flights available in each direction in each of the five (5) timebands. **All offered flight service levels must be daily to meet the minimum service requirements.** Offers that do not meet the Government minimum requirements on a line item **will not be evaluated.**

# G.2

## Audit of Contract Fares

### Updated:

#### B. AUDIT OF VENDOR PERFORMANCE

GSA, or its designee, will conduct routine audits of all commercial distribution and reservation systems to ensure vendor performance. Audits may include, but not be limited to:

- Proper dissemination, display, and loading of fares and rules. The Contractor shall correct any improperly filed or displayed contract fare or rule within two (2) business days of notification. Failure to correct improperly filed or displayed contract fares may result in termination for cause of the awarded line item. Any of these terminated line items can be subsequently re-awarded to another carrier that offers the best value to the Government, at the Government's discretion.
- Availability of **all awarded fares (e.g. YCA, \_CA, \_CB, \_CP)**
- Minimum service requirements in line items
- Fuel surcharges
- Codeshares and route restrictions

# M.5 Price Evaluation For Group 1

## Updated:

For international line items, excluding international business class line items, business class fares (\_CB) and premium economy class fares (\_CP) are not part of the award decision for coach service. After the award decision based on offered coach fare(s) has been made, business class fares and/or premium economy class fares offered by the proposed awardee will be evaluated for price reasonableness only. **Only premium economy class fares offered on designated international line items will be considered.**

# Market Selection & **Market Information**



# FY24 Market Dynamics

Type of Market	FY23	FY24	% Change from FY23
Markets Solicited	14,630	<b>15,134</b>	+3.4%
Group 1	1,465	<b>1,368</b>	-6.6%
Group 2	11,439	<b>12,061</b>	+5.4%
Group 3	1,726	<b>1,705</b>	-1.2%
Domestic	11,092	<b>11,395</b>	+2.7%
International	3,548	<b>3,739</b>	+5.3%

# FY24 Market Information

## **Total Group 1 Markets: 1,368**

- ✈ Group 1 Domestic: 1,075
- ✈ Group 1 International: 185
- ✈ Group 1 Fifth Freedom of the Air: 2
- ✈ Group 1 International Non E/C Business Class: 35
- ✈ Group 1 International E/C: 16
- ✈ Group 1 International E/C Business Class: 55

## **Total Group 2 Markets: 12,061**

- ✈ Group 2 Domestic: 6,037
- ✈ Group 2 Domestic E/C: 3,250
- ✈ Group 2 International: 1,246
- ✈ Group 2 International E/C: 1,528

## **Total Group 3 Markets: 1,705**

- ✈ Group 3 Domestic: 1,033
- ✈ Group 3 International: 672

**Total Domestic: 11,395**

**Total International: 3,739**

**Total Markets: 15,134**

# CPP

## Contact Information

# CPP General Inquiries

## **Contract-Related Issues**

Email: [onthego@gsa.gov](mailto:onthego@gsa.gov)

## **Program-Related Issues**

Tel: 1-888-472-5585

Email: [travel.programs@gsa.gov](mailto:travel.programs@gsa.gov)

# CPP Points of Contact

## Contracting

- ✈ James “JD” Santini, Contracting Officer, [james.santini@gsa.gov](mailto:james.santini@gsa.gov), 202.969.7094
- ✈ Andrea Anderson, Contract Specialist, [andrea.anderson@gsa.gov](mailto:andrea.anderson@gsa.gov), 202.718.4385
- ✈ Matthew Racchini, Contract Specialist, [matthew.racchini@gsa.gov](mailto:matthew.racchini@gsa.gov), 202.969.7938

## Program Office

- ✈ Mary Gartland, Director of CPP, [mary.gartland@gsa.gov](mailto:mary.gartland@gsa.gov), 202.870.1189
- ✈ Jerry Bristow, Acting Director of CPP, [jerome.bristow@gsa.gov](mailto:jerome.bristow@gsa.gov), 703.605.2925
- ✈ Ebony White, Program Manager, [ebony.white@gsa.gov](mailto:ebony.white@gsa.gov), 202.304.8514
- ✈ Mike Connor, Acting Program Manager, [michael.connor@gsa.gov](mailto:michael.connor@gsa.gov), 520.246.3657
- ✈ Jennifer Burdette, Program Analyst, [jennifer.burdette@gsa.gov](mailto:jennifer.burdette@gsa.gov), 202.808.5146
- ✈ Chris Miller, Data Analyst, [christopherw.miller@gsa.gov](mailto:christopherw.miller@gsa.gov), 571.685.5423

# Questions?